

Date: May 15, 2015

To: Thomas J. Bonfield, City Manager
Through: W. Bowman Ferguson, Deputy City Manager
From: Chris Boyer, Assistant Director of General Services
Lori Blake-Reid, Facilities Operations Manager
Subject: Elevator Maintenance Services Contract

Executive Summary

On April 14, 2015, the General Services Department received two proposals for maintenance, inspections and repairs for twenty-two elevators and two accessible lifts. The State of North Carolina requires that each elevator function properly and comply with all applicable laws, regulations, ordinances and building codes; including, the current American Standard Safety Code for Elevators and the American National Standards Institute Inspection Manual. The recommended contractor must perform monthly routine inspections for each elevator and other maintenance and repairs to ensure compliant operation.

Recommendation

The Department of General Services recommends that City Council:

1. Authorize the City Manager to execute a contract with Southern Elevator Company, Inc. to inspect, maintain and repair and/or service each elevator for three years in an amount not to exceed \$112,533.84
2. Establish a contingency in the amount of \$11,253.38 and authorize the City Manager to negotiate and execute change orders on the contract provided the total cost does not exceed the amount budgeted for elevator services plus the contingency
3. Authorize the City Manager to execute contract extensions for an additional three years of service after the initial three year term of the contract, at \$38,625.60 per year, provided all contract requirements have been met prior to allowing an extension

Background

The City has a total of twenty-two elevators and two accessible lifts that are required to be inspected, maintained and repaired in accordance with applicable North Carolina law and must be operational for compliance with the Americans with

Disabilities Act. Many of the passenger elevators are frequently out of order because of old or worn parts. These parts must be replaced immediately to restore operation due to the high volume of passengers who use them. The recommended contractor will be required to conduct monthly routine inspections and perform preventive maintenance to service all elevators.

Elevators in the following buildings will be covered under this proposed contract:

1. City Hall and Annex*
2. Walltown Recreation Center
3. Irwin R. Holmes, Sr. Recreation Center at Campus Hills Park
4. Durham Armory*
5. Parks and Recreation Department Administration Office
6. General Services Department
7. Solid Waste Management Department
8. Durham Station Transportation Center
9. Police Headquarters
10. North Durham Water Reclamation Facility
11. South Durham Water Reclamation Facility
12. Williams Water Treatment Plant
13. Lake Michie Dam
14. Police Headquarters New Complex

*Facilities with an accessible lift.

Issues/Analysis

An RFP for this project was advertised on March 10th, 2015 and proposals were received from Abell Elevator International of NC, LLC and Southern Elevator Company, Inc. of Greensboro, NC. The selection committee reviewed and evaluated the proposals. The selection committee recommended Southern Elevator Company, Inc. because of its knowledge of inspecting and servicing the City's elevators and accessible lifts and the responsive customer service that has been provided by them to repair City elevators in a timely manner. The proposed contract award includes accepting the total in the amount of \$112,533.84. Southern Elevator Company's Request for Proposal includes a cost for rendering elevator services at the City's new Police Headquarters upon its opening, as requested.

*Abell Elevator International of NC, LLC's Request for Proposal did not include a cost to repair and service any elevators at the City's future Police Headquarters. Therefore, the Abell Elevator International of NC, LLC Request for Proposal is considered non-responsive because the proposer did not provide a quote for all elevators listed in the scope of work.

If Southern Elevator Company's proposal had not included elevator services at the future Police Headquarters complex their contract total would be \$97,066.92, which is lower than Abell's proposal.

The following table summarizes the results:

Company	Year 1	Year 2	Year 3	Total Contract Cost
Abell Elevator International of NC, LCC	\$33,552.00	\$33,552.00	\$33,552.00	\$100,656.00*
Southern Elevator Company, Inc.	\$36,408.00	\$37,500.24	\$38,625.60	\$112,533.84

The proposed contract award includes accepting a three year contract with Southern Elevator Company, Inc. The proposed scope of work includes but is not limited to: inspections, repairs and preventive maintenance of elevators and is further defined in the proposed contract.

Alternatives

Alternatives were explored in determining the best way to deliver the necessary services for inspections, preventive maintenance and repair of the City's elevator and lift assets. One alternative is to create an in-house position with proper elevator training and certification. This alternative was deemed not practical or feasible within the current operations budget. The alternative of contracting with a reputable company, with sufficient resources and staffing for responding to the City's repair and maintenance needs is the most viable alternative.

Financial Impact

Funds for this contract are available from the operating budgets for the General Services and Water Management Departments. Funding for this service is included in each department's FY 16 budget to cover maintenance services provided from July 1, 2015 through June 30, 2016, and is noted in the table below. Additionally, funding will be proposed in FY 16, FY 17 and FY 18 for services rendered from July 1, 2016 through June 30, 2018.

Funding Department	FY 16 Budget	Proposed FY 17 Budget	Proposed FY 18 Budget
General Services	\$28,248.00	\$29,095.44	\$29,968.56
Contingency	\$ 2,824.80	\$ 2,909.54	\$ 2,996.85
Water Management	\$ 8,160.00	\$ 8,404.80	\$ 8,657.04
Contingency	\$ 816.00	\$ 840.48	\$ 865.71

SDBE Summary

The Equal Opportunity/Equity Assurance Department reviewed the bid submitted by Southern Elevator Company, Inc., Greensboro, NC and have determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

SDBE Requirements

The goals for this project were 0% M/SDBE and 0% WSDBE.

Workforce Statistics

Workforce statistics for Southern Elevator Company, Inc., Greensboro, NC are as follows:

Total Workforce	17	
Total Females	5	29%
Total Males	12	71%
Black Males	0	0%
White Males	12	71%
Other Males	0	0%
Black Females	0	0%
White Females	5	29%
Other Females	0	0%